

CLASS TITLE:

**CLAIMS EXAMINER II
(STATE EMPLOYEES WORKERS'
COMPENSATION)**

Class Code: 02535100

Pay Grade: 25A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the more complex facets of handling state employee workers' compensation claims, including but not limited to maximum medical improvement, Second Injury Indemnity Fund requests, coordination of benefits for retirees, and the right to reinstatement in accordance with the provisions of the Workers' Compensation Act; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude in the exercise of initiative and independent judgement; work is subject to review upon completion, through conferences and submitted reports, for compliance with the provisions of the Workers' Compensation Act.

SUPERVISION EXERCISED: As required, may supervise Claims Examiners I in technical matters, as well as clerical and data entry personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

As assigned, to be responsible for the examination of, and the preparation and processing of, Reports of Injury, Agreements, Suspension Agreements, and other forms and reports relative to injuries arising out of, and in the course of, state employment, in accordance with the provisions of the Workers' Compensation Act for the purpose of verifying or determining:

Payment of weekly compensation benefits to an injured employee and dependents, where warranted, whose incapacity for work is total or partial or where the injury results in death:

Rating and payment of compensation to an employee in cases where any bodily member or portion thereof has been rendered permanently stiff or useless, or has been severed completely, or where there has been an injury or loss of sight or hearing;

Payment of medical, surgical, dental, optical, treatment, nurse or hospital service expenses, medicines, or other considerations required to cure, rehabilitate, or relieve the employee from the effects of the injury:

Proper application of procedures involving maximum medical improvement and functional impairment ratings;

Policies and procedures for recovering monies by way of subrogation from responsible third parties;

Policies and procedures for recovering from the Second Injury Indemnity Fund (Administrative Fund).

How to follow policies and procedures for applying coordination of benefits for retirees;

Policies and procedures to represent the State at hearings for the right to reinstatement of injured workers.

As assigned, to keep active running accounts of all payments of compensation made to assist in determining the division's annual expenditures for compensation payments, as well as other records of payments made for injuries, services, and prosthetics; to prepare vouchers for payment of compensation benefits, services and prosthetics; to recognize and implement light duty, transitional and suitable alternative employment cases; to prepare claim files for litigation when a person returns to work and refuses to sign a suspension agreement, or when a totally incapacitated person become partially incapacitated.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the Rhode Island Workers' Compensation Act, with particular emphasis on those provisions regarding the Second Injury Indemnity Fund (Administrative Fund); maximum medical improvement; coordination of benefits for retirees; the right to reinstatement; and the ability to apply such knowledge to the investigation, evaluation and processing of all Rhode Island state employee claims; a working knowledge of medical terminology as it relates to injuries, occupational diseases, disabilities and rehabilitation, and a working knowledge of legal terminology and procedures utilized in the workers' compensation field; the ability to effectively supervise subordinate personnel, as required; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: successful completion of at least two years of academic study in an accredited institution of higher education with courses in business administration, management, economics or other related fields; and

Experience: Such as may have been gained through: employment as a State of Rhode Island Workers' Compensation Claims Examiner involved in the investigation, evaluation, and processing of claims; or as a Claims Examiner for a licensed insurance company or adjusting company.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: February 1, 1998

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